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KEY

TO THE

WONDER MANUAL

WITH

Supplementary Exercises

By

OLIVER McEWAN

McEwan Shorthand Corporation
72 West Adams Street CHICAGO

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To the Student

IN the Manual to which this is a key, phrases are suggested by hyphens. All phrases, however, have not been so indicated. As it is highly desirable that students should exercise their own judgment in phrasing, which is largely a matter of instinct, a number of phrases have not been indicated, while in many phrases which have been previously suggested, hyphens have been omitted.

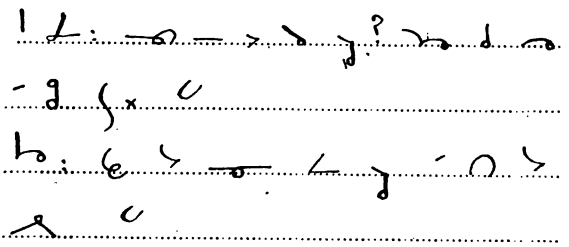
It will be noticed that some contractions are introduced. If the outlines have been written out in full, they need not be regarded as errors, but the student should, nevertheless, endeavor to commit the contractions to memory, as only words of very frequent occurrence are abbreviated.

Several supplementary exercises are here introduced. These a student should write out for practice in application of the rules and in outline construction. Arrangements have been made by which students desiring to have these supplementary exercises corrected may forward them to the offices of the McEwan Shorthand Corporation for examination.

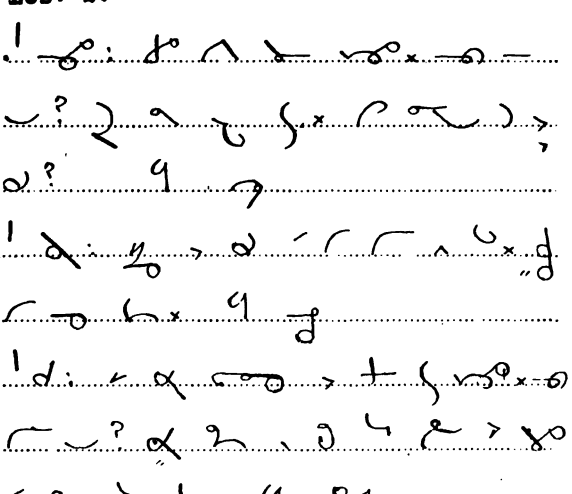
The letters introduced in the Manual as exercises are not to be regarded as models for correspondence. The limited number of words that could be used made it impossible to compose letters that would be above criticism. The word "that," for example, could not be introduced before Lesson 13.

K E Y TO EXERCISES IN THE WONDER MANUAL.

Lesson 1.



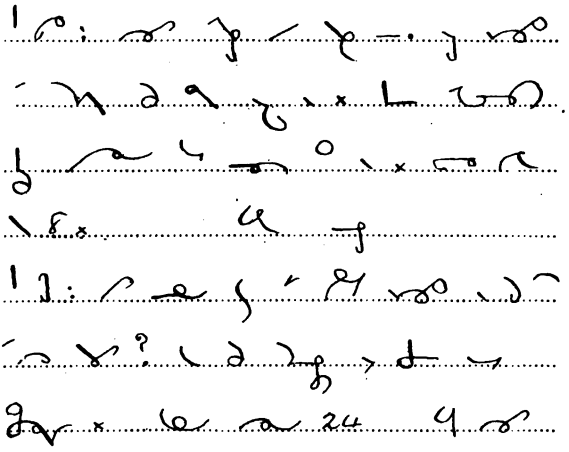
Les. 2.



Dear Adam: Will you look in tomorrow on your way to the dock.

Yours truly
Dora Carroll

Les. 3.



Dear Carrie:

Do write to me this week before you go off to Joppa

Yours sincerely

Mary Fay

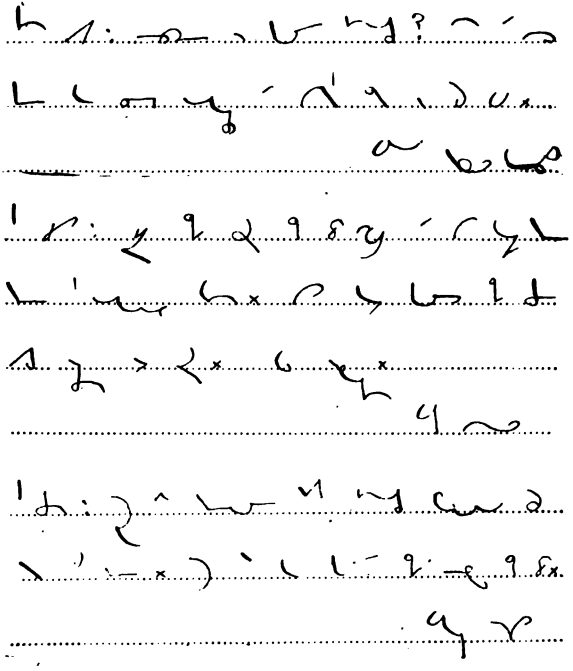
Dear Vera:

Can you and Nero come to tea on Monday? I hope you can come as I am going away this week.

Yours sincerely

Harry Mackay

Les. 4.



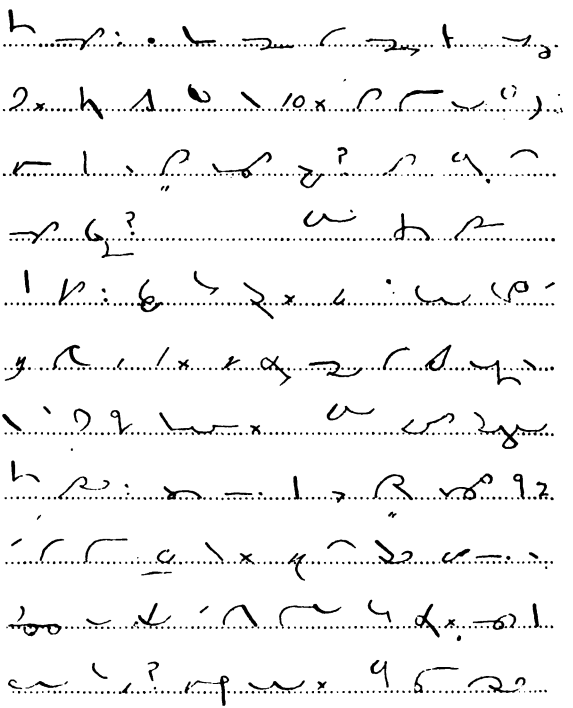
Dear Tim:

Jack is much too busy to see you this evening, but will do so tomorrow.

Yours

Bob

Les. 5.



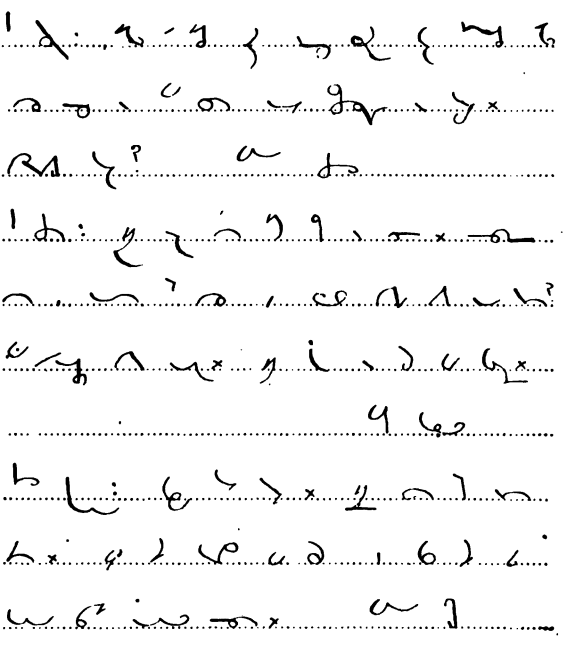
Dear Sam:

I thank you very much for the loan of the book. Barry is coming home tomorrow.

Yours sincerely

Roberto

Les. 6.



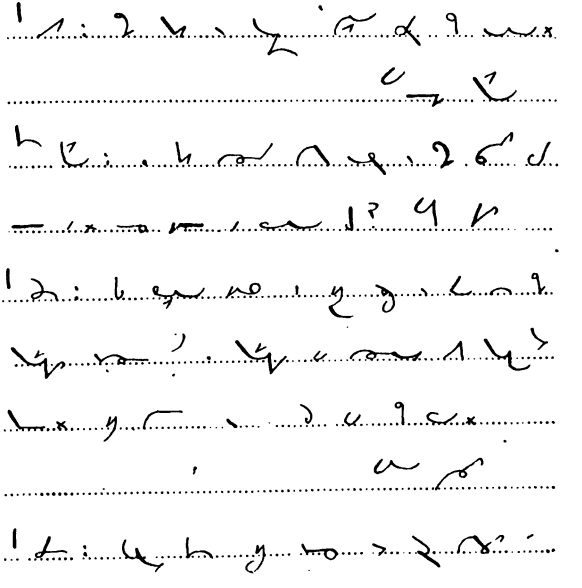
Dear Guy:

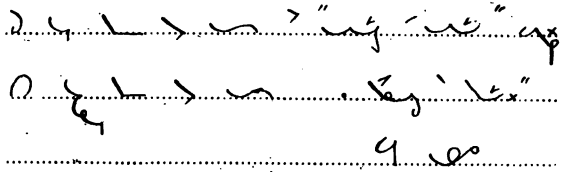
Will you buy a tie for me if you go to town tomorrow? If you do, then Mary will fetch it in the evening. I have to attend the convention at Joppa this week.

Jonah is going away for a week or two as he is very much run down. He may fish in the Esk river.

Yours sincerely
Andrew McKie

Les. 7.



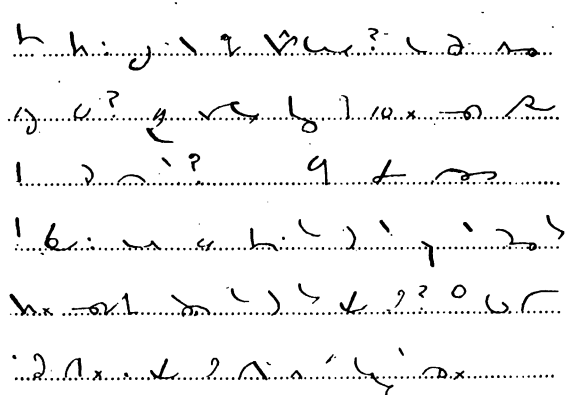


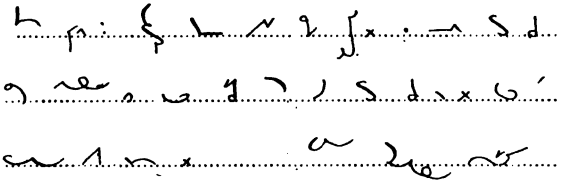
Dear Mary:

Laura and Joe are going away today for a month. So I shall be all alone. Can you manage to come for the month and keep me company? I should be so happy to have you and we should have many a walk into the town. Oh, do come. If you wish to you may fetch Anna with you.

Yours faithfully
Fanny Hay

Les. 8.



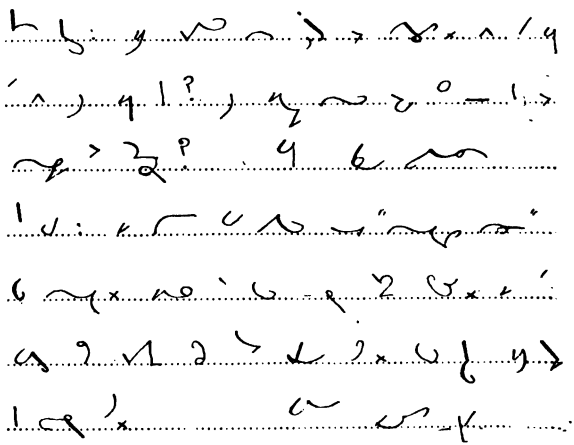


Dear Biddy:

Will you go with me for a row on the lake? I do hope you can come for the lake is lovely now. We can both have such a fine time. If you come be sure to fetch a book with you Write me a line by the boy. if time will allow us to do it, we shall go to see Faith at the "Bough" inn. She came home on Monday.

Yours sincerely

Les. 9. Ida Perry



Dear Hugh:

The manager has accepted my invitation to dinner tomorrow evening. Will you join us? Both Aggie and I will be so happy to see you.

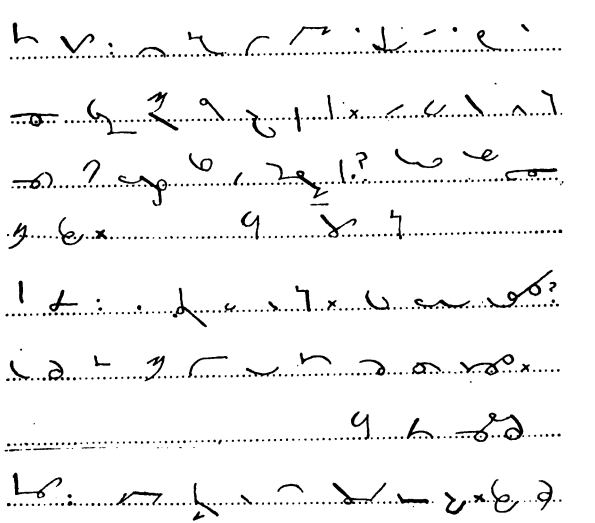
Yours sincerely
Jerry Howett

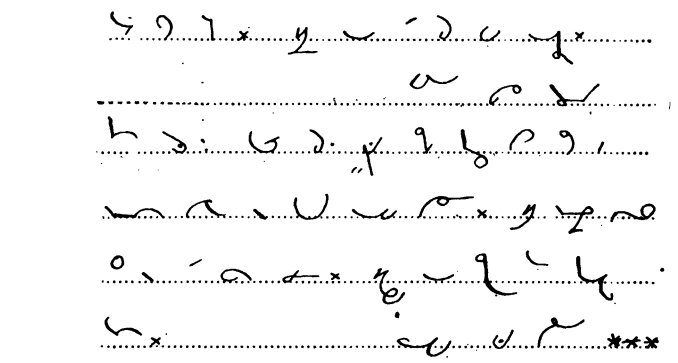
Dear Mr. Howett:

Mr. Depew informed me of your arrival and I hasten to ask you to give me leave to fish in the river. Being now on vacation I have the time.

Yours sincerely
Joe Baker

Les. 10.



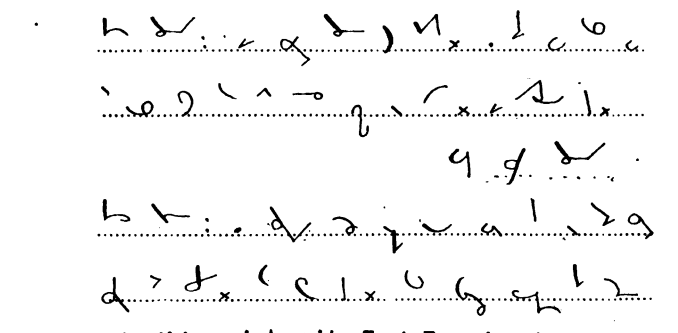


Dear Winnie:

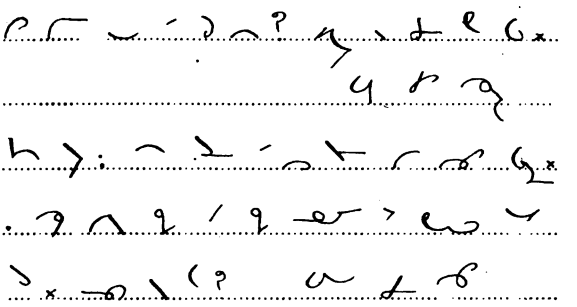
We shall go out in the ketch this evening and will be accompanied by Mr. Berry and his wife and baby. You know them I think, and if so will be happy to see them and they you. So come with us. We shall look for you.

Yours sincerely

Les. 11. Kitty Armour



*At this point write Test Exercise 1, page 30.



Dear Mr. Barker:

There will be no practice at the church any day this week.

Very truly yours
George Gray

Dear Mr. Grover:

The mare will be ready for you on Friday. Will you come for the animal or shall we ask the carrier to convey her to you

Yours truly
Jack Farrar

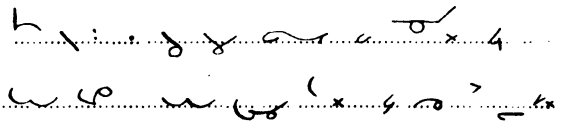
Dear Mr. Crocker:

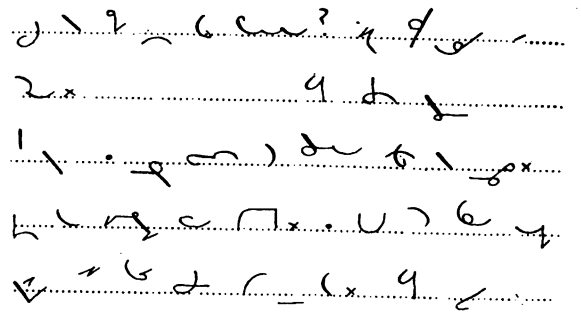
Why all this*delay? I very much fear the brook will run dry before you ar rive. Write me soon.

Yours sincerely
Bob Burke

* Error in Manuel

Les. 12.





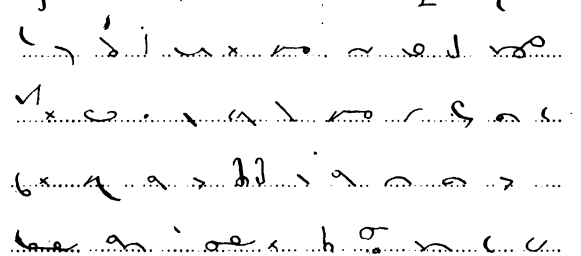
Dear Mr. Taylor:

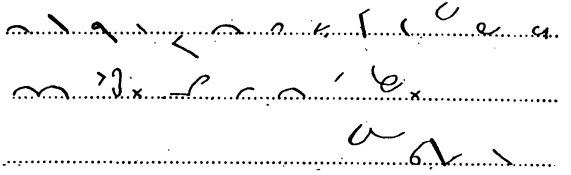
I feel sure you will be happy to hear how our boy won his diploma. He will tell us how he won it on his arrival tomorrow So we are giving a party tomorrow evening in his honor and wish to be favored with the company of your wife and yourself. Do come.

Yours sincerely

Oliver Dale

Les. 13.





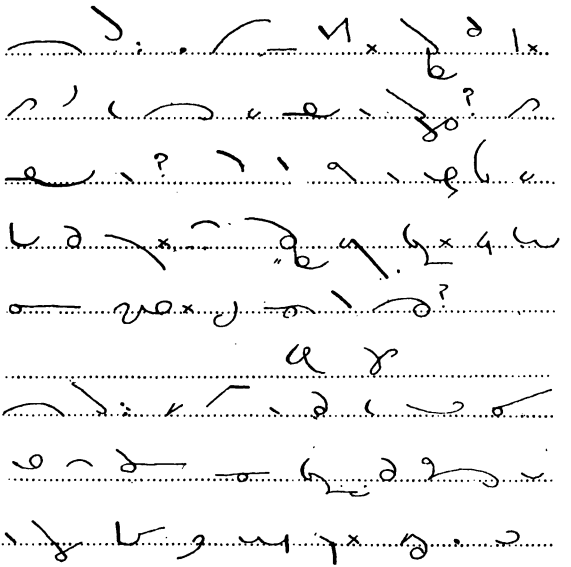
Dear Mr. Reid:

I bought the nut cracker for you at Chicago and will deliver it tomorrow.

Yours very truly

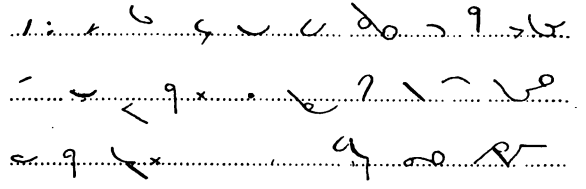
Bert Pitt

Les. 14.



Les. 15.

Les. 16.



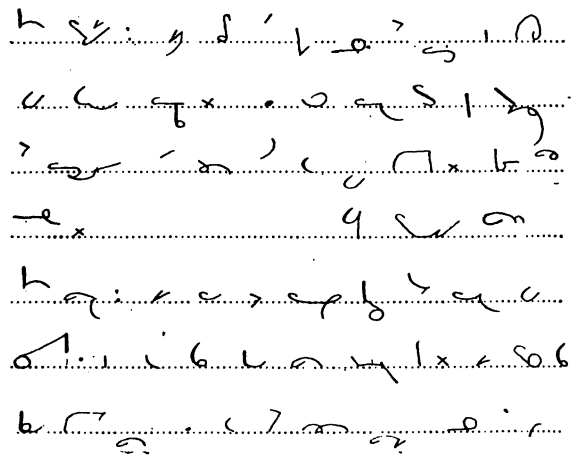
Dear sir:

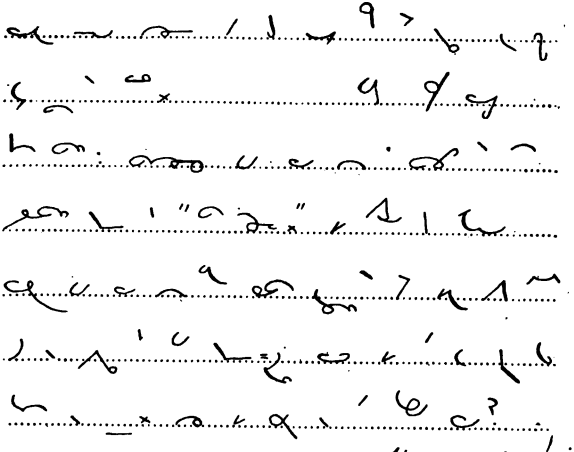
I am sorry to say that the service we have been receiving from you of late has not been at all satisfactory. Unless you can do much better in the future I fear my firm will go to another concern. Please do better.

Yours very truly

Arthur Ross

Les. 17.



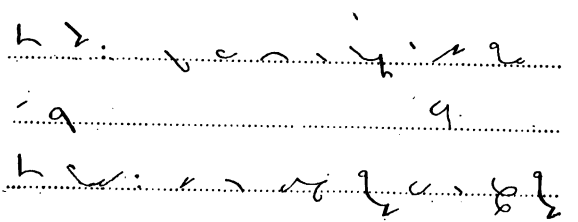


Dear Mr. Spender:

Your letter reached me today. I shall be happy indeed to speak at the meeting on Tuesday and will take as my subject "Prohibition."

Very truly yours
Annie Smith

Les. 18.



Dear Mr. Cox:

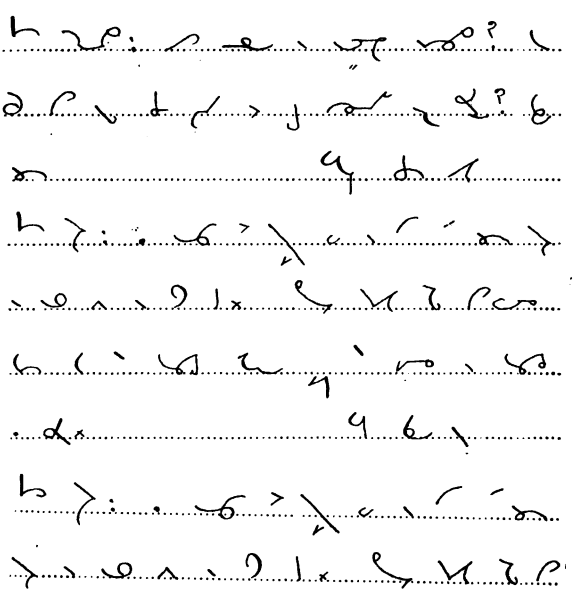
The box and the bags arrived at 9 this morning. Many thanks.

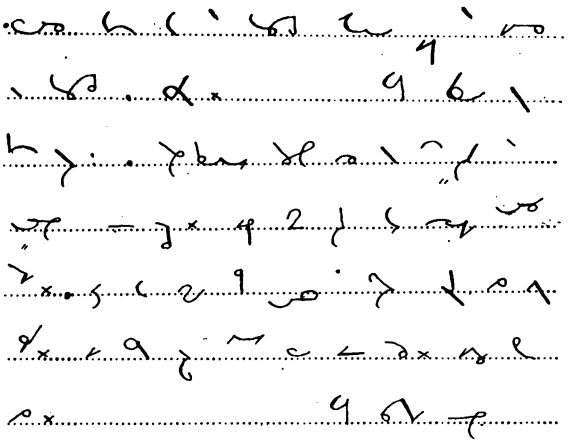
I am sorry to hear that the goods supplied you on Saturday were not satisfactory. Please return them, and oblige

Yours very sincerely

Ted Miller

Les. 19.





NOTE ON OCCASIONAL OMISSION OF VOWELS.

It will be observed that occasionally a vowel is omitted before L with an indicated S. A vowel is omitted in bustle, Russell, tussle, muscle, perusal, though in the last case vowel A might be inserted. The hook vowels E and U are always omitted; the circle vowels are near-

ly always inserted. The omission of the vowels in these words does not lead to any confusion.

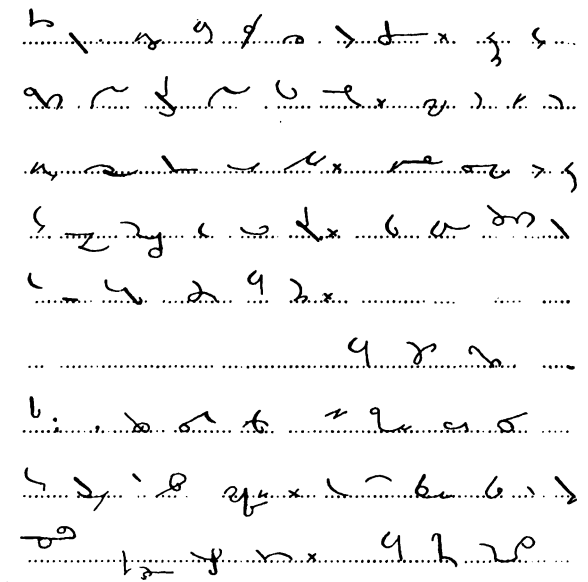
Dear Mr. Castle:

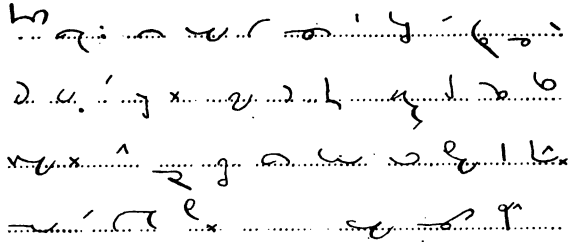
The parcel containing the parasol has been received. I will send check in payment on Tuesday. I hope this delay of a few days will not inconvenience you.

Yours truly

Martin Chasen

Les. 20.



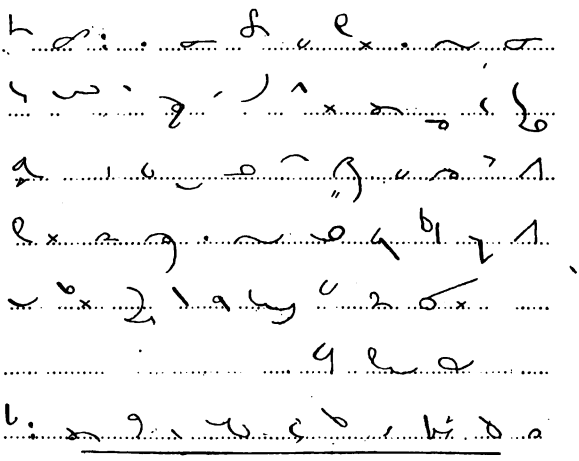


My dear sister:

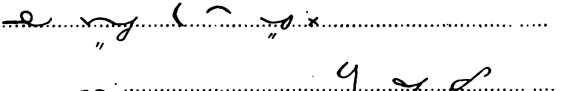
By separate mail I have sent your a copy of the excellent magazine "System" which I advise you to read with great care.

Lovingly yours
Jessie ***

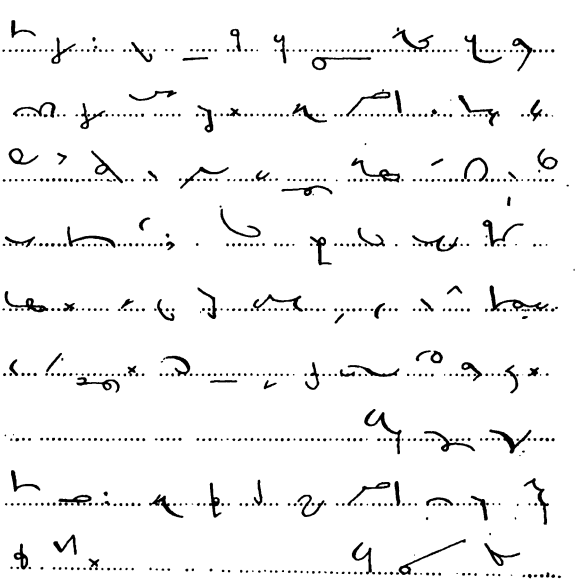
Les. 21.



*At this point write Test Exercise 2, page 31.



Les. 22.



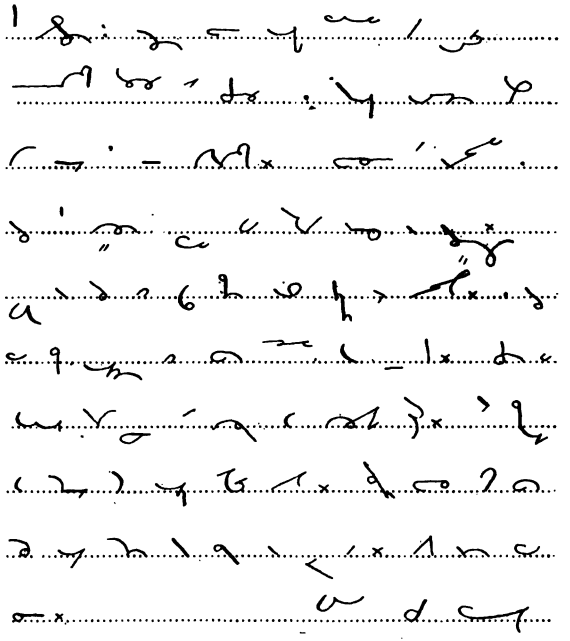
Dear Mr. Guelph:

I will arrive at the depot at twenty minutes past twelve. Please meet me.

Yours sincerely

Archibald James

Les. 23.



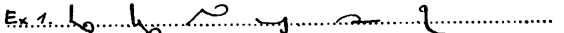
My dear Mr. Brockwell:

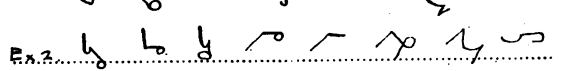
William will call upon you tomorrow to say "farewell" before he leaves for the South. I have given him a little present, an inkwell, with which he is very pleased indeed. He will be gone four weeks.

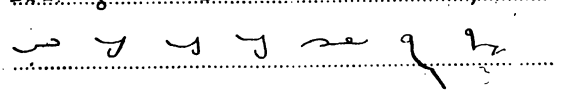
Sincerely yours
A.Hill

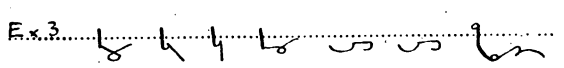
Les. 24.

Uncontracted Prefixes.

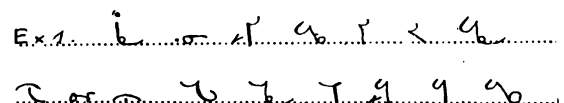
Ex 1. 

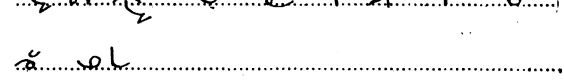
Ex 2. 

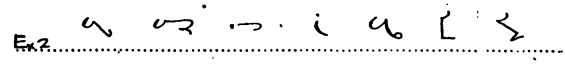


Ex 3. 

Contracted (arbitrary) prefixes.

Ex 1. 

Ex 2. 

Ex 3. 

* At this point write Test Exercise 3, page 32.

The Correction of Exercises by Mail

THE following three test papers have been prepared to enable students to obtain extra practice in the application of the rules. It is not intended that the student should make any attempt to commit the outlines to memory for that is quite unnecessary. It is enough that they be written at least once.

If it is desired to have the exercises corrected they may be mailed to the offices of the McEwan Shorthand Corporation, enclosing a fee of fifty cents with each exercise.

As the above fee is merely nominal, and not a charge for profit, students are requested to avoid giving unnecessary trouble by attending to the following instructions:

1. Write on one side of the paper only.

2. Leave an inch space after each character for the insertion of the correct outline should an error be made.

3. Enclose a stamped addressed envelope for the return of corrected exercises.

Test exercise 1.

Pa, bay, day, jay, gay, fay, they, say, may, nay, lay, ray, way, hay; at, add, age, ache, ass, ash, am, Ann, ale, err; pap, babe, patch, page, pack, pave, palm, pan, pang; batch, badge, back, bag, bath, bathe, balm, bang; tap, tack, attach, tag, tame; adage, dash, dame; chap, chaff, chain; Jap, Jam; cap, catch, cage, cake, calf, cave, cash, calm, cane; gap, gage, gag, gash, game, gain, gang; fake, fag, faith, fame, fan, fang; vague, vain; thatch; Psalm; shape, shake, shave, sham; make, match, main, maim; nap, knack, naive, nash, name (omit vowel) Nan; lap, latch, lake, lag, laugh, lave, lath, lathe, lash, lame, lane, lang; rap, tage, rack, rag, rave, rash, ram, ran, rang; wake, wag, waif, wave, wain; yap; hap, hatch, hack, hag, halve, hash, ham, hang.
Beau, toe, doe, go, foe, mow, know, low, row, woe, yo, hoe; ought, oak, oaf, oath, owes, own, awl, oar; pop, poach, poke; botch, balk, both, bosh, bomb; top, talk, tone; daub, dock, dome; chop; joke, Jove; cope, coke, comb; gone; fop, folk, foam; vogue; shop, shock; mop, mock, moth; nob, knock, gnome; lock, loaf, loth, loam, loan; rope, rogue, rove, roam, wrong; watch; yoke; hop, hotch, hope.
Pea, bee, tea Dee, key, fee, thee, see, knee, lea; eat, each, edge, egg, eke, eve, ease, eel, ear; peep, peach, peek, peeve; beef, beam; deep, deem (omit the vowel); cheap, cheek, chief; keep(omit the vowel), keen; theme, thief; sheep, sheaf; meek, mean; neap; leap, peak, peaf, leave, leash, lean; reap, reef (omit vowel), ream; weep, weave; heap, hedge (insert vowel), hitch (insert vowel), heath.
Pip, pitch, pick, pig, pith, pin; bib, bitch, beck, big, bin; tip, tick, tin; dip, deck, dig, deaf, death, dish, dim, den; chip, check, chin; jig; kick, kith, kin; gig; fib, fetch, fig, fish(write SH upward), fin; thick, thin; then, ship; men; nip, neck; pip, leg, limb; rip, rig,

rim, ring; wick,wig; hip, hen.
Pooh, Jew, coo, shoe, loo; poop, judge, rug.
I, pie, guy, rye, fie, vie, nigh; joy, Roy,
coy, toy, annoy; bough, cow, now; pew, due,new,
few, view; dupe, tube; pipe, type, bounty, life,
rout, buoyancy.

Test exercise 2.

Pry, try, dry, chair, crow, grew, fro, veer,three,
sheer, shire, mere, near, lyre, roar, year, rear,
hair; upper, adder, ogre, eager, inner, ever,over,
utter; prick, bridge, trip, chirp, crook, grope,
freak, thrash, sharp, mark, north, lurk, warp,
harp; baker, ticker, rocker, vapor, knocker.
Ply, blue, dale, chill, clay, glue, fowl, vowel,
shell, mail, kneel, lull, roll, well, yawl, hill;
black, cloak, milk, flock, shelve, bulk.
Pat, bet, taught, dot, caught, gor, fought, vat,
shot, made, note, late, wade, yacht, hate (use
the stroke T) hot, heed; pity, haughty, knotty,
body, gaudy, jetty.
Patter, better, chatter, actor, father, voter,
shatter, mother, matter, nature, latter, letter,
waiter, weather, hatter (write out in full),
heather.
Soap, sought, suck, peace, boss, tease, case,
goes; fuss, foes, vase, shoes, shows, moss,
muse, news, nose, loss, lose.
Spy, stay, sky, scheme, skin,spoon, spell, spire,
screw, scream, spit, spade, split, spatter,
scatter, septer.
Smith, snatch, storm, sniff, snail, smear, smile.
Sum, soom summer, sooner, sunk.
Prize, blouse, joys, cows, arouse, spouse, vows,
voice, revise, invoice.
Epistle, bustle, dazzle, castle, missle, jossle,
vessel, facile, facility.
Populous, devotion, contention, avoirdupois,
arbitrator, arbitration, arbitrary, taper, owes,
practioner, charter party, cricket, valve,
domination, ramification, conviction.

Test exercise 3.

adhere
abscess
access
behead
behest
between
best
boyhood
Blackwell
banker
buckler
burglar
burglary
barrier
bump
boxwood
bookseller
bakehouse
Cricklewood
chancer
chandlier
collar
chivalry
currier
cramp
crumple
clamp
chump
Chamberlin
cucumber
chandler
cooler
conger
downhill
dwell
dwelt
damp
damper
dwelling
dwellest
dweller

dwarf
dwarfish
dwindle
embalm
embark
employ
empire
emperor
empower
emporium
emblem
embarked
emblematical
emboss
farewell
finger
filler
filer
Godhead
gondolier
gander
giggler
inquest
indwell
indwelling
indweller
impel
impress
impact
import
impart
imparted
jump
juggler
jumper
livelihood
longer
limber
leases
maidenhood
maidenhair

Mahomet
miller
molar
messes
Mississippi
medal
nieces
poplar
pole
piller
pump
persuade
quack
quick
qualm
queer
quill
quest
quit
quarter
quake
quakery
quarantine
quart
quote
quota
quilt
queenly
quaint
querulous
quarrel
quarrelsome
rehearse
rehabilitate
Rehoboam
require
request
romp
roller
ruler
recess

Ravenswood
sequester
square
squeal
squirm
squalor
squeak
simple
simplify
simper
swain
swear
swear
swell
sweet
sweater
Swiss
swim
system
sister
season
suspense
scholar
Schiller
Squeers
squalls
squelch
squander
squab
squabble
squat
squatter
squadron
squalid
squash
squaw
squeamish
squeamishness
squire
squirrel
squirt

shambles
swat
swagger
swelter
swing
sworn
twist
twere
twill
twit
twitter
tweezers
twixt
tincture
till
tiller
tailor
twilight
twig
twin
twang
tweeds
twings
twinkle
twirl
twitch
temper
tumble
tamper
tickler
uphill
untwist
vamp
William
workhouse
whack
whip
wire
wheel
whether
whisper

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